



TREASURY
MANAGEMENT

Manager's Console

Add a New User

1. Login into www.anytimepayments.com with your manager user name and password.
2. When you first login you will notice a brief summary that is happening with your account. If there are any '**Warnings**' please ignore them. They are for bank use and you do not need to be concerned with them.
3. From the home screen, select the **View/Edit Settings** option from the menu on the left.

ZIONS BANK
We Haven't Forgotten Who Keeps Us In Business®

Zions Bank
Zions Bank
ACCT: 060125932

ZIONS BANK
Last Login: December 17, 2007

ACCOUNT IS IN TEST MODE

Home
Find Customer
Add / Edit Customer
Create Payment(S)
Edit/Cancel Payment(S)
View Payment Alerts
View Payment History
View Future Payments
View Deposit History
View Batch Status
View Return Debits
View Refunds Issued
Advanced Reports
Edit Associations
View/Edit Settings
Bank Lookup
ACH Return Codes
Upload Batch Files
View Invoices
Announcements
Turn Tooltips On
Online Training
Add/Edit User Accounts
Logout

Account Status

46	Active Payment Schedules.	View
0	Pending Payments.	View
0	Pending WEB Payments.	View
	so far in December.	View
0	Payments completed in November.	View
0	Expired Credit Card Alerts.	

Messages

You have 0 unread messages.

[\[show unread\]](#) [\[show archive\]](#) [\[archive all messages\]](#)

4. Select option number 8 for **Edit User Logins**.

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EDIT SETTINGS

ACCOUNT IS IN TEST MODE

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1. [Edit Online Payment Form Settings](#)
2. [Edit 'Virtual Terminal' Fees](#)
3. [Change Password](#)
4. [Change Login Display Settings](#)
5. [Test your Modpay SwipeCard page](#)
- 5.A [Test *NEW* SwipeCard page](#)
6. [Upload a Graphic Image File](#)
7. [Edit VT2 Departments](#)
8. [Edit User Logins](#)
9. [Edit VT2 Application Settings](#)
10. [Edit Email Confirmation Settings](#)
11. [Federal ACH Holidays](#)
12. [Change Notifications](#)

Edit User Logins

5. Have the new employee create and enter a user name and password. This will be used to login to process a transaction. They will NOT be able to use this to view reports or add new users. Click on **Save Login** to add and save. The login username and password have no specified length and do not require a number although adding at least one number to the password is recommended.

VT 2.0 LOGIN MANAGEMENT [Test Login](#) [Test VT2](#)

Note: These are different than the individual user logins that allow employees or contractors to access the admin system. You must define at least one VT 2.0 login before you can use the VT 2.0 page.

Edit/Add Login

Add, Edit, or Delete logins as needed.

User Name:

Password:

First Name:

Last Name:

Current Logins

User Name	Name	EDIT	DEL
test	test test		
test1	test test		
test	test test		

Reset a User's Password

1. Go to the **View/Edit Settings** menu and select number 8 as if you were adding a new user. Scroll down to the bottom of the page and select **Edit** next to the user that you need to reset.

VT 2.0 LOGIN MANAGEMENT [Test Login](#) [Test VT2](#)
Note: These are different than the individual user logins that allow employees or contractors to access the admin system. You must define at least one VT 2.0 login before you can use the VT 2.0 page.

Edit/Add Login
Add, Edit, or Delete logins as needed.

User Name: Password:

First Name:

Last Name:

Current Logins

User Name	Name	EDIT	DEL
test	test test		
test1	test test		
test	test test		

Select **Edit** to reset.

2. Clear out the dots that are in the password field and retype new password in this field. Select **Save Login**. The password change is immediate.

VT 2.0 LOGIN MANAGEMENT [Test Login](#) [Test VT2](#)
Note: These are different than the individual user logins that allow employees or contractors to access the admin system. You must define at least one VT 2.0 login before you can use the VT 2.0 page.

Edit/Add Login
Add, Edit, or Delete logins as needed.

User Name: Password:

First Name:

Last Name:

Current Logins

User Name	Name	EDIT	DEL
test	test test		
test1	test test		
test	test test		

Clear out old password and type in new password.

View Transaction Summary and Batch Reports

1. Login to www.anytimepayments.com. Select **Advanced Reports** from the list on the left.

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Account Status

46	Active Payment Schedules.	View
0	Pending Payments.	View
0	Pending WEB Payments.	View
4	Payments completed in November.	View
0	Expired Credit Card Alerts.	View

Messages

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[\[show unread\]](#) [\[show archive\]](#) [\[archive all messages\]](#)

2. The date will default on today's date. To view a different day, change the date at the top and select **Update**.

ADVANCED REPORTS

Date Range For Report

Begin Date (MM/DD/YYYY) 12/17/2007 End Date (MM/DD/YYYY) 12/17/2007 [Update](#)

Current date range: 12/17/2007 to 12/17/2007

Report	Name	Description
101	All Payments	List all payments made whether or not they were successful.
102	Deposits	List deposits made to your account by Modern Payments during the specified date range.

Change your beginning and end dates and select **Update** to change the data.

3. Scroll through your list of reports to select the appropriate report. Below is a list of the ONLY reports you will need to worry about.
 - a. Report 101 – Will show all payments that were approved and declined.
 - b. Report 105 – Show credit card payments by date.
 - c. Report 119 – Lists credits issued back to the card.
 - d. Report 122 – Lists transactions by user name.

Refund/Void a Transaction

1. To void a transaction or refund a card, follow the steps above to access an **Advanced Report**. When the report comes up, select the item number on the left side of the transaction.

Select the item number that you need to either **Void** or **Refund**

Modern Payments--All Transactions Zions Bank Date Range: 10/17/2007 to 12/17/2007							
Itm	Typ	Date	Amount	N	Account	Name	Status
1	ACH	10/20/07	\$126.00		drew123	Support, Drew	Future
2	ACH	10/22/07	\$200.00		sam123	Bank, Sam	Future
3	ACH	10/23/07	\$3.00		12345	Joe, Stephanie	Future
4	ACH	10/28/07	\$100.00		sam123	Bank, Sam	Future
5	CC	11/01/07	\$51.00		chamber123	Chamber, Stephanie	Future
6	ACH	11/05/07	\$500.00		patient123	Patient, Rhett	Future
7	ACH	11/05/07	\$100.00		sam123	Bank, Sam	Future
8	ACH	11/10/07	\$100.00		sam123	Bank, Sam	Future
9	ACH	11/13/07	\$100.00		sam123	Bank, Sam	Future
10	ACH	11/14/07	\$1,000.00		sam123	Bank, Sam	Future
11	ACH	11/16/07	\$101.00		jewish123	Test, Casey	Future
12	CC	11/19/07	\$1,000.00			Farmer, Lanell	Future
13	CC	11/19/07	\$1,500.00		Steven123	Patient, Steven	Future
14	ACH	11/20/07	\$126.00		drew123	Support, Drew	Future
15	ACH	11/20/07	\$1,717.00		12345	Joe, Stephanie	Future
16	ACH	11/22/07	\$200.00		sam123	Bank, Sam	Future
17	ACH	11/28/07	\$100.00		sam123	Bank, Sam	Future
18	CC	12/01/07	\$51.00		chamber123	Chamber, Stephanie	Future
19	ACH	12/05/07	\$500.00		patient123	Patient, Rhett	Future
20	ACH	12/05/07	\$100.00		sam123	Bank, Sam	Future
21	ACH	12/10/07	\$100.00		sam123	Bank, Sam	Future
22	ACH	12/16/07	\$57.98		jewish123	Test, Casey	Future
Total			\$7,832.98				

Report 101v1 printed from ModernPayments.Com 12/17/2007 11:58

2. Because it takes 72 hours to issue a **Void**, **it is best to issue a Refund**. You can refund up to the original dollar amount that was run.

Zions Bank
One South Main Street
Salt Lake City, UT 84111
United States
Phone: 800-789-8800 Fax:

 Transaction Detail As Of 12/17/2007

Entry Date	08/15/2007 2:50:59 PM
Transaction Date	10/20/2007
Effective Date	
Account Number	drew123
Name	Drew Support
Address	123 Main Sandy, UT 84070 United States
Phone	555-1212
Payment Amount	\$126.00
Payment Method	ZIONS FIRST NATIONAL BANK Checking Account ending in
Origin	Unkown
Status	[] [] Unknown
Transaction ID	T4338843B3080247P3179251
Notes	

Select
Refund

Issue Refund

You cannot issue refunds in test mode.

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Adding a New Management Login

1. To create a login for a new manager, log in under your management login or under the main admin login assigned from Zions Bank.
2. On the main screen, select the option on the left side of the screen that says, **ADD/EDIT USER ACCOUNTS**.

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Add/Edit User Accounts

3. Select the button that says, **add individual account**.

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ADD / EDIT INDIVIDUAL USER ACCOUNT

add individual account

Active Accounts

LAST NAME	FIRST NAME	USERNAME	ENTRY DATE	COMPANY
Goasland	Steve	staverenue	11/02/2007	Zions Bank
Modpay	Casey	modpay07	03/13/2007	Zions Bank
Test	Test	test123	03/23/2007	Zions Bank

Inactive Accounts

LAST NAME	FIRST NAME	USERNAME	ENTRY DATE	COMPANY
Test	Reds	reds123	03/23/2007	Zions Bank
Test	Test	test789	03/23/2007	Zions Bank

Add Individual Account

4. The first thing you need to do is have the new manager enter a user name and password. The user name needs to be different from the login to process transactions. It should also contain disrev, juvrev, distrust, or juvtrust at the end (i.e. stevedisrev) to determine which site you are logging in to look at. The password will need to be at least 6 characters long and must include at least 1 number. This password will change every 90 days.

The screenshot displays a three-part form for creating a new user. The first section, 'Login Details', includes a dropdown for 'Active' (set to 'Active'), a 'Username' field containing 'stevedisrev', and two password fields (one for 'Password' and one for 'Confirmation Password', both masked with dots). The second section, 'User Details', contains 'First Name' (Steven), 'Last Name' (Goasland), and a 'Company' field (Zions Bank). The third section, 'User Access', is a table with columns for 'OBJECT', 'VIEW', 'ADD', 'EDIT', and 'DELETE'. It lists various system objects with checkboxes indicating access permissions.

OBJECT	VIEW	ADD	EDIT	DELETE
CUSTOMER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
PAYMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
REPORTS	<input checked="" type="checkbox"/>			
BATCH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SETTINGS	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
REFUNDS	<input checked="" type="checkbox"/>			
USERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ASSOCIATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. After you have entered user name and password and your first and last name, the next box will ask you to determine the user access. The default is to have none of the boxes checked, you will need to check every box except for the last line that says, **Associations**. This will give the new manager access to create new logins (both manager and user), view the batch reports, process void's or refund's, and alter and information pertaining to the users. To save the new login select the button at the bottom of the screen that says, **Create Account**.

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Treasury Management Customer Service: 1-800-726-7503